

## Quick Sheet: Apply for a Directed Announcement

**Audience:** Directed Announcement Applicants

### Purpose

This Quick Sheet provides step-by-step instructions on how to apply to a Directed Announcement in the GrantSolutions Grants Management Module.

### Steps

To apply to a Directed Announcement, follow the below steps:

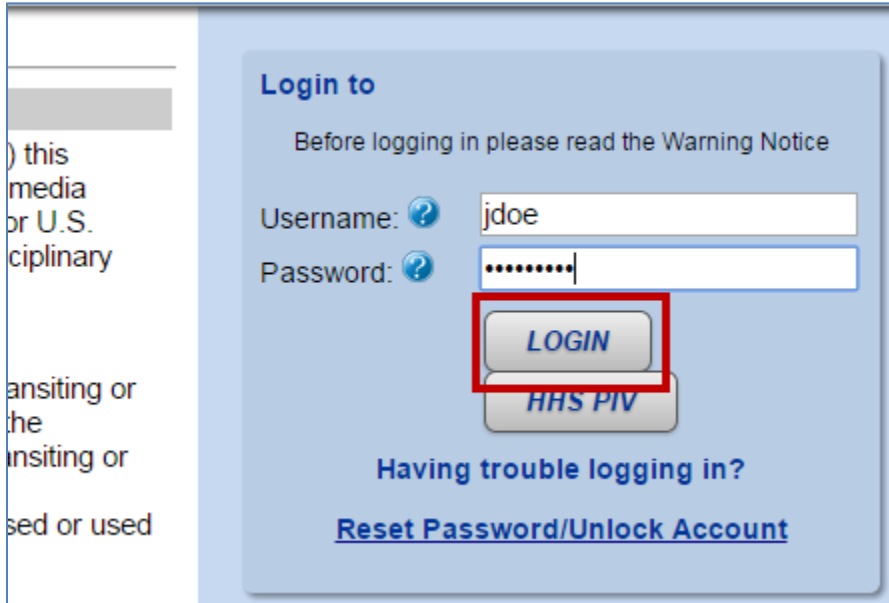
1. In a browser such as Internet Explorer, Google Chrome, or Mozilla Firefox, go to [www.grantsolutions.gov](http://www.grantsolutions.gov).
2. The “Grants Center of Excellence” screen appears. Towards the right side of the screen, click the button **Login to GrantSolutions**.



3. The “GrantSolutions Login” screen appears. Enter the username in the **Username** field and the password in the **Password** field.

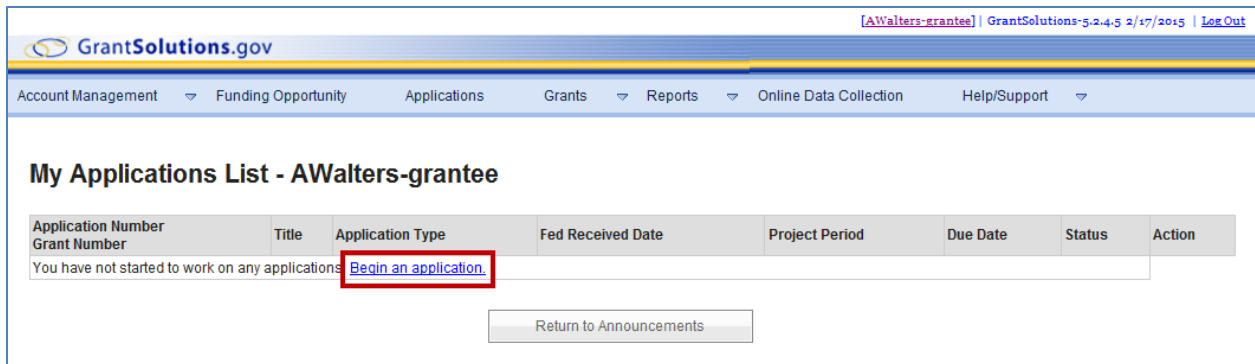
*Note: Do not copy and paste the password from the email to GrantSolutions as the password does not always copy correctly.*

4. Click the **Login** button.



*Note: The first time a user logs into GrantSolutions, they are required to change their password for security purposes.*

5. The first screen that appears is dependent on whether or not the applicant's Organization has an existing grant in the GrantSolutions Grants Management Module (GMM).
  - When the applicant's Organization does not have an existing grant, the "My Applications List" appears. Click the **Begin an Application** link to locate the Directed Announcement.



- When the applicant's Organization does have an existing grant, the "My Grants List" screen appears. Click the **Funding Opportunity** link to locate the Directed Announcement.

[AWalters-grantee] | GrantSolutions-5.2.4.5 2/17/2015 | [Log Out](#)

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## My Grants List

**The CoE Training Center** [Show Expired Grants](#)

Grant Number:	1Z0CMS331365-01-00	<a href="#">View NGA</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">History</a>
Project Title:	CHIPRA Connecting Kids to Coverage - AI/AN	<a href="#">Manage Amendments</a>
Award Issue Date: ⓘ	11/25/2014	
Project Period:	09/02/2014 to 09/01/2016	
Budget Period:	09/02/2014 to 09/01/2015	
Total Approved Budget (Federal):	\$100,000	
Next T&C Due Date:	N/A	
Status:	Multiple Amendments In-Progress	
Non Competing Status:	Pending	
Non Competing Due Date:		

- The "Competing Announcements – Application Kits" screen appears. Locate the Announcement Title (Announcement Type is *New (Directed)*) and click the **Apply** link from the *Action* column.

[AWalters-grantee] | GrantSolutions-5.2.4.5 2/17/2015 | [Log Out](#)

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*Funding Opportunity*

## Competing Announcements - Application Kits

Click on the link provided in the announcement title to view details about the selected announcement. Click on the Apply link at the right to begin the application.

Announcement Title	Program Office	Grant Program	Due Date	Announcement Type	Action
<a href="#">Generate NGA</a>	Office to Monitor and Combat Trafficking in Persons (J/TIP)	J/TIP - Trafficking in Persons	12/01/2015	New	<a href="#">Apply</a>
<a href="#">Grants Review</a>	Office to Monitor and Combat Trafficking in Persons (J/TIP)	J/TIP - Trafficking in Persons	09/30/2015	New	<a href="#">Apply</a>
<a href="#">Loni Finley's CDC Announcement</a>	CDC-DP-Division of Reproductive Health	Sudden Death in the Young (SDY) Registry	06/16/2015	New	<a href="#">Apply</a>
<a href="#">Melissa's CDC Announcement</a>	CDC-DP-Division of Reproductive Health	Sudden Death in the Young (SDY) Registry	06/16/2015	New	<a href="#">Apply</a>
<a href="#">PhyllisSmith-CDC Announcement</a>	CDC-DP-Division of Reproductive Health	Sudden Death in the Young (SDY) Registry	05/25/2015	New	<a href="#">Apply</a>
<a href="#">Renard M</a>	CDC-DP-Division of Reproductive Health	Sudden Death in the Young (SDY) Registry	05/05/2015	New	<a href="#">Apply</a>
<a href="#">SBA Demo Announcement</a>	ACF/ANA Central Office	NA - Social And Economic Development	03/31/2016	New	<a href="#">Apply</a>
<a href="#">RESTORE Act Direct Component - Non-Construction Activities</a>	Gulf Coast Restoration	Restore Act Direct Component	09/30/2015	New (Directed)	<a href="#">Apply</a>

7. The “GrantSolutions Application Control Checklist” screen appears with the status *Work in Progress*.
8. The checklist screen contains the following information:
  - **Status:** The stage of the application. Statuses include Work in Progress and Submitted
  - **Print Application – Original Submission:** Click the *Original Submission* link to view, print, or save a PDF of the entire application package (completed forms, attachments, etc.)
  - **Applicant, Applicant Number, and Project Information:** Read-only information about the applicant and project

## GrantSolutions Application Control Checklist

Work in Progress

General Instructions

↓


This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Re image. If an enclosure has not been verified, a red 'X' image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).



















**Print Application:**

[Original Submission](#) ← View entire application as a PDF





Applicant	The CoE Training Center
Application Number	(To be assigned)  ← General Information
Program	GR - Restore Act
Announcement	<a href="#">RESTORE Act Direct Component - Non-Construction Activities</a>
Service Area	Central Office
Project Title	
Due Date	09/30/2015 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)

Grant Announcement	Enclosure(s)
FOA DC Non Construction Activities	<a href="#">View PDF</a> <a href="#">View Original Version</a>

- **Application Kit:** Includes online forms, enclosures, attachments, and form statuses

Grant Announcement	Enclosure(s)	Attachment(s)	Status
FOA DC Non Construction Activities	<a href="#">View PDF</a> <a href="#">View Original Version</a>	N/A	
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Direct Component Guidance_August 2014	<a href="#">View PDF</a> <a href="#">View Original Version</a>	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	
SF-424A Budget Information - Non-Construction	<a href="#">Complete online forms</a>  <a href="#">Enter Online</a>	N/A	
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	N/A	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
RESTORE Act Direct Component Application for Financial Assistance	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Direct Component Certifications	<a href="#">Add attachments</a>  <a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Direct Component Milestones Report	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Environmental Checklist	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Environmental Checklist Documentation		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Status of Performance Report	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Authorized Official Designation Letter Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Indirect Cost Rate Agreement Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Location Map Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Additional Information Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	

The table below details the different statuses and their descriptions.

Status Icon	Description
	In progress or completed. Each item in the kit should have a green check mark before submitting the application. Please note that a green check mark does not mean the information is correct, just that it has been entered or attached.
	It is recommended that you complete this item.
	Not started (optional).
	The enclosure has not been validated (Incomplete).

- **Verify Submission:** Submit application
- **Close:** Return to previous screen

Additional Information Upload

Application Package Status: Work in Progress

*Note: Click **Close** at the bottom of the screen to return to the “My Applications List” screen. Since the application is a Work in Progress, it can be opened and edited by selecting **Applications** from the menu bar and then clicking the **Open** link. The application can be edited until it is in the Submitted status.*

- To electronically complete a form in GrantSolutions, click the **Enter Online** link for the desired form (i.e. 424A).

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Direct Component Guidance_August 2014	<a href="#">View PDF</a> <a href="#">View Original Version</a>	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	⚠
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	N/A	⚠
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	⚠
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	N/A	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
RESTORE Act Direct Component Application for Financial Assistance	<a href="#">View PDF</a>	0 <a href="#">Uploaded Files</a>	⚠

- The online form opens. Enter all data. When entering dollar amounts, do not use the dollar sign (\$) or commas.

11. Enter all necessary information. When completing the 424A, please be aware that the total in Section B must equal the total in Section A.

**SF-424A** Expiration Date 06/30/2015

**BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS**

\* indicates a required field.

<b>Organization Name</b> The CoE Training Center	<b>Project Title</b> Project Period 11/01/2014 to 10/31/2019	<b>Budget Period</b> Start Date * 11/01/2014 End Date * 10/31/2015
<b>Application Number</b> (To be assigned)		

[424A Instructions](#)

**Section A Budget Summary**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (e)	Non Federal (d)	Federal (e)	Non Federal (f)	
1. Restore Act Direct Component	21.015 - Resources and Eco	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
2. Restore Act Direct Component	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
3. Restore Act Direct Component	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
4. Restore Act Direct Component	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
<b>5. TOTALS (sum of lines 1-4)</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Section B Budget Categories**

(a) Personnel	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Restore Act Direct Component	(2) Restore Act Direct Component	(3) Restore Act Direct Component	(4) Restore Act Direct Component	
(a) Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00

12. Upon completing the form, scroll to the bottom of the screen click the **Save** button.
13. If the “Would you like to transfer your budget totals information to the SF-424 form” message appears, click **Yes**.

**Confirmation**

Would you like to transfer your budget totals information to the SF-424 form ?

14. If there are no errors, the *Save Successful* message appears at the bottom of the screen.

*Note: If there are problems, an error icon (red circle with white exclamation point) appears next to the cells that need corrections. To view the error text, point to the error icon with the mouse. Make change and then click the Save button again.*

15. Click the **Close** button.

Save Successful

16. Complete additional forms and attach any necessary files. To attach a file, click the **Uploaded Files** link from the *Attachments* column.

RESTORE Act Direct Component Application for Financial Assistance	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Direct Component Certifications	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Direct Component Milestones Report	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Environmental Checklist	<a href="#">View PDF</a> <a href="#">View Original Version</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Environmental Checklist Documentation		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
RESTORE Act Status of Performance Report	<a href="#">View PDF</a>	0 <a href="#">Uploaded Files</a>	

17. The “Attachments” screen appears. Click the **Upload Attachment** button.

### Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center

Application Number: (To be assigned)

Project Title:

Project Period: 11/01/2014 to 10/31/2019

Enclosure: RESTORE Act Environmental Checklist

Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			

Upload Attachment

Add Mail-in Item

Close

**Attachment Notice:**

This is a Test message to verify that this pages loads correctly. 😊



18. The “Attachment – Upload screen appears in a new window. Enter a file description in the **Description** field, **Browse** for a file to attach, and click the **Attach** button.

**Attachment - Upload**

Organization Name: The CoE Training Center  
 Application Number: (To be assigned)  
 Project Title:  
 Project Period: 11/01/2014 to 10/31/2019

\*Description:

\*Step 1: Select a file

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

19. The “Attachments” screen appears and the attachment is visible. Click the **Close** button.

**Attachments**

You may upload file attachments or specify mail-in items for the enclosure below:

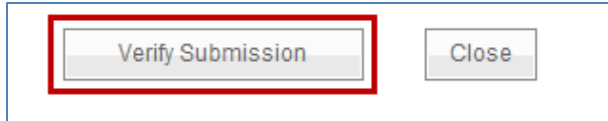
Organization Name: The CoE Training Center  
 Application Number: (To be assigned)  
 Project Title:  
 Project Period: 11/01/2014 to 10/31/2019

Enclosure: RESTORE Act Environmental Checklist  
 Number of Attachments: 1

Item Description	Type	Review	Action
RESTORE Act Environmental Checklist	Upload	Pending	<a href="#">Remove</a>

Attachment Notice:

20. The "GrantSolutions Application Control Checklist" screen appears. Once all necessary forms are completed, attachments are uploaded, and there is one or more check mark in the *Status* column, scroll to the bottom of the screen and click the **Verify Submission** button.



21. The "GrantSolutions Submission Verification" screen appears. Review the page to ensure all online forms are listed. Click **Final Submission**.

### GrantSolutions Submission Verification

You are about to submit the following application:

Applicant	The CoE Training Center
Application Number	(To be assigned)
Program	GR - Restore Act
Announcement	<a href="#">RESTORE Act Direct Component - Non-Construction Activities</a>
Region	Central Office
Project Title	
Due Date	09/30/2015 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)

#### Online Forms

SF-424 Application for Federal Assistance Version 2
SF-424A Budget Information - Non-Construction
SF-424B Assurances - Non-Construction
SF-LLL Disclosure of Lobbying Activities

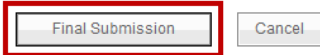
#### Additional Information to be Submitted

RESTORE Act Direct Component Application for Financial Assistance
RESTORE Act Direct Component Certifications
RESTORE Act Direct Component Milestones Report
RESTORE Act Environmental Checklist
----- (Upload) RESTORE Act Environmental Checklist
Environmental Checklist Documentation
RESTORE Act Status of Performance Report
Authorized Official Designation Letter Upload
Indirect Cost Rate Agreement Upload
Location Map Upload
Additional Information Upload

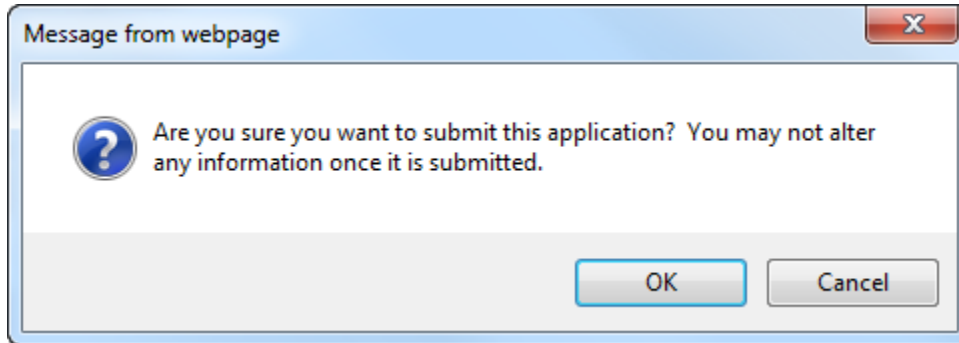
  

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

\* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.



22. The “Are you sure you want to submit this application? You may not alter any information once it is submitted.” message displays. Click Cancel to return to the previous screen or click OK to continue.



23. The “Application Status Confirmation” screen appears and the grantor receives email notification that the application is submitted. Click the **Application Control Checklist** button to return to the now submitted application.

### Application Status Confirmation

Grants has marked the following application as submitted:

\* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Gulf Coast Restoration  
1500 Pennsylvania Ave., N.W.  
Washington, DC 20220-0001-0001

Applicant	The CoE Training Center
Application Number	RDC2015000015
Program	GR - Restore Act
Announcement	<a href="#">RESTORE Act Direct Component - Non-Construction Activities</a>
Region	Central Office
Project Title	
Due Date	09/30/2015 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	04/21/2015 04:08 PM Eastern Time

#### Application Details

Items	Item Attachments		
	Type	Date Expected	Date Received
<b>RESTORE Act Environmental Checklist</b>			
RESTORE Act Environmental Checklist	Upload	N/A	04/21/2015

Application Control Checklist

24. The “GrantSolutions Application Control Checklist” screen appears. Scroll to the bottom of the screen and click the **Close** button.

**Application Package Status:** Submitted

**Mail-In Package Information:** Office of Gulf Coast Restoration is currently not expectin

**Close**

**Submission Notice**

25. The “My Applications – List” screen appears and the application is in the *Submitted* status.

**My Applications List - AWalters-grantee**

Application Number Grant Number	Title	Application Type	Fed Received Date	Project Period	Due Date	Status	Action
RDC2015000015		New	04/21/2015	11/01/2014 - 10/31/2019	09/30/2015 05:00 PM EST	Submitted	<a href="#">Open</a>   <a href="#">Notes</a>
1Z02015001429 1Z0CMS331365	CHIPRA Connecting Kids to Coverage - AI/AN	New	11/06/2014	09/02/2014 - 09/01/2016	06/30/2014 03:00 PM EST	Awarded	<a href="#">Open</a>   <a href="#">Notes</a>

**Return to Announcements**